

WEEK IN REVIEW

A publication of the City Manager's Office

Council Meeting

August 27 - [City Council Meeting Agendas](#)

Looking Ahead

Monday, August 26: School Board, Parks & Recreation Advisory Board meetings

Wednesday, August 28: Open Town Halls (Recycling)

Saturday, August 31: Old Town Farmers Market, Open Town Hall

Monday, September 2: Labor Day - City offices and Courts closed, Transit canceled, Recycling moved to 9/4

Stay Informed!

- [CitE-News & ActivitE-News](#)
- [Latest News](#)
- [Get Alerts](#)
- [Mobile App](#)
- [OpenGov](#)
- [Citibot](#)
- **WATCH!** [publiCITY](#) news show
- **LISTEN!** [Rouss Review](#) podcast



Refuse and Recycling Manager Michael Neese held two Open Town Halls this week to discuss the City's new recycling program, how to reduce and reuse and the global recycling market. Four additional Town Halls will be held next week (August 28 & 31). [More Info](#)

City Manager's Takeaways

We continue to search for solutions to increase the amount of recyclable materials we can collect curbside. Staff expects to provide an update on the current program's progress and other options to Council in October.

In addition, we are working hard to inform residents of the new requirements with the goal of reducing the amount of unaccepted materials in our loads. The new requirements are: only RINSED plastic bottles and jugs (no caps or other plastics of any kind); no glass; RINSED aluminum/steel/tin cans and tops; paper; and cardboard. The paper and cardboard must be separated in a paper bag or box.

Public Safety

Winchester Police

- Secured the Old Town Friday Night Live event.
- Taught classes at the Police Academy.
- Continued planning for the Community Safety Fair on September 17 and the PD's participation in the Worlds of Work Expo on September 27
- Continued planning for the next round of recruitment testing for over 60 applicants.
- Promoting Combat the Cat and scam awareness on social media.
- Recorded footage for the next episode of Behind the Blue with City's Communications Team.
- CRT assisted Inspections and Social Services with follow ups.
- Continued testing the new Text to 911 system.
- Crime stats:
 - Crimes against persons (felony) - 4
 - Crimes against persons (misdemeanor) - 14
 - Burglaries (residential) - 1
 - Burglaries (commercial) - 2
 - Property crimes - 26

Police Activity	#
Calls for Service	866
Crash Reports	11
DUI/DWI	4
Alarms/False Alarms	22/22
Directed Patrols	97
Directed Patrols (OTW)	8
Extra Patrols	124
Extra Patrols (OTW)	1
Traffic Citations	30
Traffic Warnings	40
BWC requests	-
Special Events Permits Received/ Approved	0/2 62 rec'd YTD

Winchester Fire and Rescue

- Attended Frederick County's Finance Committee meeting where they unanimously approved the request for funding to support the burn building project.
- Continued preparing training center grounds for construction of the new Burn Building.
- Continued planning for the upcoming Aerial Driver Operator training.
- Posted the new Firefighter Trainee and Firefighter/EMT job announcements - 28 applicants have applied to date.
- Held monthly Battalion Chiefs meeting.
- Continued working with representatives from Lima, Peru Fire Department concerning purchase of old Ladder 2 apparatus.
- Observed two fire drills at Daniel Morgan Middle School and Handley High School and provided suggestions for improving evacuation and supplemental locking devices during lockdown periods.
- Fire Marshal is assisting with an Investigator class in Loudoun County.

Fire Activity	Fire Activity
Fire	6
Overpressure	0
EMS/Rescue	81
Hazardous Cond.	1
Service Call	13
Mutual Aid Given	11
Good Intent	6
False Alarms	4
Special Incident	1
Plan Review	3
Inspections	18
Reinspections	1

Emergency Management

- Attended the National Weather Service webinar on updates to hurricane forecasting and information dissemination to the public.
- Attended the Winchester/Frederick CERT training at Continental.
- Met with Emergency Management personnel from VDEM to discuss state and local disaster planning.
- Performed safety and security assessments with Facilities Maintenance staff.
- Evaluated a FEMA-supplied software tool for conducting Substantial Damage Estimations.

Development Services

Economic and Workforce Development

- Participated in Workforce Initiative Meeting with regional partners.
- Attended Top of Virginia Chamber of Commerce Workforce Development meeting.
- Conducted one (1) Business Retention/Expansion visit with a Winchester business.
- Met with new Virginia Economic Development Partnership staff assigned to the Winchester region.
- Held monthly Economic Development Authority (EDA) meeting. EDA endorsed an incentive grant pertaining to the Towers site for Council consideration.
- Participated in a regional discussion on Opportunity Zone investment opportunities.
- Continued the demolition process at the Kent/Piccadilly project site. Progress is slow as the vendor is trying to save as much of the material as possible which will cut down on tipping fees.

Arts and Vitality

- Facilitated OTAC Design committee meeting to discuss Old Town banners and holiday designs.
- Designed further promotional materials and continued promotions for the September 5th Old Town Stakeholder Meeting.
- Worked on draft concepts for public arts displays to be done in coordination with local partners.
- Met with several City staff to discuss collaborative efforts pertaining to downtown development and creation of public arts.
- Met with partners to discuss a Winchester City music industry mixer for artists and business owners.
- Met with partners to discuss cultural arts and performance initiatives.
- Met with events coordinator to discuss event restructuring strategies for 2020.
- Assisted 25 Tourists and 9 Locals at the Welcome Center.
- Reviewed OTW app updating process with designer.
- Discussed holiday market ideas with current farmers market vendors.

Planning

- Staffed the August 20 Planning Commission meeting. All four public hearing items (3 CUPs and 1 ZTA) were forwarded to City Council recommending approval and will appear on the August 27 Council Work Session agenda. The Commission also unanimously authorized administrative approval of the City Yards site plan.
- Continued compiling the results of the Comprehensive Plan public input sessions and the online survey. Presented some results to the Planning Commission to review at the August 20 Planning Commission meeting.
- Represented the City at the August 21 MPO Steering Committee meeting where projects in the Long-range Transportation Plan were reviewed.
- Led a tour of City Hall for a group of retired veterans.
- Met with engineers and surveyors working for private property owners and developers regarding private development projects.

Winchester/Frederick County Tourism

- Met with Winchester and Frederick County EDA offices to discuss sports tourism and how to approach an enhanced promotional effort to market our community for sports tourism events.
- Met with Frederick County GIS department to discuss partnering with them for map needs, including a new map for the Shenandoah Naturally! outdoor sites and recreation brochure.
- Began work on enhancing the area's representation on the Virginia Film Office website, including updating many outdated images and working with the Virginia Film Office on ideas to make us a more film-friendly destination.
- Presented to the Blue Ridge Kiwanis group about tourism, its impacts and what the Tourism Office does for the community.
- Performed a number of site visits throughout the City and County, and completed many 360 photography projects at those locations.
- Continued working on digital and print ad placements for fall publications and various online outlets.

Zoning and Inspections

- Completed:
 - 325 building permit inspections and issued 35 building/trades permits (\$497,946 valuation)
 - Notable Permit:
 - 1840 Amherst Street - Nuclear medicine room 3 renovation - \$250,000 valuation
 - 151 code enforcement inspections and initiated 55 new cases
 - 2 new business reviews (1 Certificate of Business, 1 Certificate of Home Business)
- Attended Planning Commission meeting where two conditional use permits for Shenandoah University were reviewed and forwarded to Council. The CUPs pertained to deviations from maximum sign height, and a text amendment for signage at outdoor athletic facilities.

Permit #	Type	Address	Description	Value
19 00000164	MECH	2934 VALLEY AVE	DUCTWORK ALTERATIONS	\$7,700.00
19 00000610	RADI	333 W CORK ST	INSTALL 3 ANTENNAS	\$15,000.00
19 00002340	SIGN	1738 AMHERST ST	BLDG MOUNTED SIGN	\$3,800.00
19 00002757	SIGN	225 E PALL MALL ST	BLDG MOUNTED SIGN	\$1,130.00
19 00002951	RREM	908 VALLEY AVE	INTERIOR RENOVATION/REPAIRS	\$3,000.00
19 00002942	RREM	550 SELDON DR	REMODELING KITCHEN	\$45,000.00
19 00002952	SIGN	214 220 MILLWOOD AVE	FREESTANDING SIGN	\$250.00
19 00002957	NGAS	112 ROSZEL RD	REMOVE/REPLACE FRONT PORCH	\$1,000.00
19 00002958	PLBG	942 ORCHARD AVE	MINOR REPAIRS AND PIPING	\$900.00
19 00002960	NGAS	2240 VALLEY AVE	REPLACE RTU	\$0.00
19 00002960	MECH	2240 VALLEY AVE	REPLACE RTU	\$11,600.00
19 00002963	POOL	98 BELLVIEW AVE	SWIMMING POOL	\$194.00
18 00001406	PLBG	316 S STEWART ST	FIXTURES FOR BASEMENT	\$0.00
19 00000594	PLBG	368 OPEQUON AVE	EXPANSION TANK	\$200.00
19 00002700	PLBG	2950 SORRELL CT	EXPANSION TANK	\$200.00
19 00002758	NRRM	1840 AMHERST ST	NUCLEAR MED ROOM 3 RENOVATION	\$250,000.00
16 00001183	NGAS	22 E MONMOUTH ST	REPLACING FURNACE, RANGE, WH	\$1,000.00
19 00002729	ELEC	1019 KINZEL DR	SOLAR ARRAY	\$7,102.00
19 00002736	ELEC	919 E CORK ST	REPLACE BREAKER BOX, SVC WIRE	\$1,500.00
19 00002737	ELEC	300 WESTMINSTER CANT DR	LED LIGHT	\$600.00
19 00002748	ELEC	6 RICHARDS AVE	MOVE PANEL	\$0.00
19 00002749	ELEC	310 NATIONAL AVE	WASHER, DRYER, A/C	\$200.00
19 00002754	ELEC	202 204 S BRADDOCK ST	EXHAUST FAN	\$900.00
19 00002953	DEMO	1850 APPLE BLOSSOM DR MALL F-125	DEMOLISH EXISTING MEZZANINE	\$0.00
19 00002962	MECH	2605 S PLEASANT VALLEY RD	REPLACE HEAT PUMP	\$7,500.00
19 00002964	BLDG	718 WADE MILLER DR	SOLAR ARRAY - SMITH LIBRARY	\$38,544.00
19 00002965	BLDG	620 MILLWOOD AVE	SOLAR ARRAY - OHRSTROM THEATER	\$71,676.00
19 00002968	NGAS	314 COURTFIELD AVE	EXPANSION TANK & WATER HEATER	\$0.00
19 00002968	PLBG	314 COURTFIELD AVE	EXPANSION TANK & WATER HEATER	\$2,000.00

Permit #	Type	Address	Description	Value
19 00002969	NGAS	206 WALKER ST	NEW RANGE	\$250.00
19 00002970	MECH	522 N BRADDOCK ST	ADDING HEAT PUMP	\$9,500.00
19 00002971	MECH	908 VALLEY AVE	ADDING HEAT PUMP	\$7,800.00
19 00002972	PLBG	102 JACKSON AVE	NEW SEWER SERVICE	\$5,000.00
19 00001333	NGAS	519 W JUBAL EARLY DR	NEW A/C & FURNACE	\$2,500.00
Total:35				\$497,946

Public Services

- Project updates:
 - Northeast Sidewalk Improvements Project - Sidewalk replacements on Kinzel Drive will be completed week of August 26. Once completed, work will begin on Battle Avenue.
 - Maintenance Facility at City Yards - Project advertised for construction bids. Bids will be due on October 1.
 - Creamery Building Renovation - The new wall framing has been completed on the second floor.
- Bids were opened this week for concrete work that is necessary when streets are repaved.
- Work has started on the new "Welcome to Winchester" sign on eastbound Amherst Street entering the city.
- Attended the regular meeting of the Winchester Parking Authority.

Utility Capital Improvement Projects (7/1/18-present)

Measure	Past Week	Project Totals
Water mains replaced (linear feet)	0	5,548
Water service lines replaced (number)	0	364
Water meters replaced (number)	61	1,544
Sanitary sewer mains replaced/lined (linear feet)	0	4,791
Sanitary sewer laterals replaced (number)	0	96
Sanitary manholes replaced (number)	0	35
Sidewalks replaced (linear feet)	982	22,754
Sidewalks repaired (linear feet)	5,970	76,808

Division	Activity	Past Week	2019 Year-to-Date Totals	Measurement
Streets	Streets repaved	0	3.91	Lane miles
	Potholes repaired	2	188	#
	Mowing	2.22	312.33	Acres
	Miles of streets swept	96.30	1,756.60	Miles
	Tons of leaves hauled	0	32.80	Tons
Trees	Dead/diseased trees removed	1	119	#
	Trees trimmed	5	362	#
	Stumps removed	0	161	#
Traffic	Street signs Installed/replaced	9	263	#
	Pavement markings repainted (City)	0	9,360	Linear feet
	Pavement markings repainted (contractor)	0	584,173	Linear feet
Refuse & Recycling	Refuse collected	139.91	4,173.94	Tons
	Recycling collected	43.80	1,640.70	Tons
	Large item pickups	5	140	#
Transit	Total passengers	2,958	80,646	#
	Revenue miles pick up/drop off	4,030	115,955	Miles
	Revenue hours pick up/drop off	370.12	10,605.45	Hours
Utility billing	Payments processed	1,084	45,674	#
	New bills mailed out	1,649	47,561	#
	Water services turned off (non-payment)	0	316	#
Water treatment plant	Average daily water demand	6.57	6.20	Million gallons/
	Peak daily water demand	6.81	7.57	day
Wastewater treatment plant	Average daily flow treated	6.58	8.87	Million gallons/
	Peak daily flow treated	7.76	20.04	day
Water distribution and wastewater collection	Water main breaks repaired	0	11	#
	Water meters read	1,006	51,242	#
	Fire hydrants flushed	48	1,067	#
	Sewer mains cleaned	9,024	102,638	Linear feet
	After-hours call outs	4	177	#
Engineering	Site plans reviewed	1	72	#
	Floodplain permits issued	1	76	#
	Utility as-builts reviewed	1	7	#
	Right-of-way permits issued	4	130	#
	Land disturbance permits issued	0	9	#
	Stormwater facility inspections	0	111	#
	Erosion and sediment control inspections	23	1,517	#
	Erosion and sediment notices to comply	0	20	#

Division	Activity	Past Week	2019 Year-to-Date Totals	Measurement
Facilities Maintenance	Work requests completed	25	663	#
	Special events assistance	1	37	#
	Maintenance of pedestrian mall	37	1,086	Staff hours
Equipment maintenance	Total repairs completed	45	2,696	#
Winchester Parking Authority	Work requests completed	10	250	#
	Special events - assistance provided	0	14	#
	Vandalism or property damage issues	2	17	#
	New monthly rentals	17	191	#
	Monthly rental cancellations	3	87	#
	Total monthly leases in all autoparks	14	1,150	#
	Available monthly spaces in all autoparks	-14	262	#
	Hourly parkers (all four garages)	3,356	95,658	#
	Park-Mobile transactions	788	22,828	#
	Meter violations	214	6,754	#

Parks & Recreation

- Fall activities guides were delivered to residents. [View](#)
- Welcomed new Aquatics Specialist.
- Toured Evolve Play warehouse for future playground considerations.
- Continue planning for the Wilkins Lake 35th anniversary celebration and [9/11 Memorial in September](#).
- Finalizing MOUs with partner organizations.
- Met with Rescue Mission.
- Continued work on Maintenance facility (on schedule) and mowing.

Social Services

- Received 124 Benefit Program applications: 38 SNAP, 55 Medicaid, 6 TANF, 0 VIEW, 3 Child Care, 0 Auxiliary Grant, 2 General Relief-Burial, 20 Home Energy Assistance Program
- Provided case management to:
 - 3,588 Medicaid cases
 - 1,579 SNAP cases
 - 67 TANF cases
 - 21 Auxiliary Grant cases
 - 48 individuals receive VIEW services
 - 51 families/106 children receive Child Care Subsidy Assistance (13 families/19 children are currently on the waiting list for child care assistance).
- Provided case management to 1 Interstate Compact on the Placement of Children (ICPC) case.

Weekly Activity	#
Clients walk-ins/drop-offs	195/98
Child Protective Service referrals	8
Placed "on notice" for foster care entry by JDRC	3
Children in foster care	51
Entered/exited foster care	0/0
Adoption subsidy cases/adoptions finalized	56/0
Child Protective Service (CPS) case management load	52
Benefit program fraud & overpayment referrals/investigations/recoupment claims	0/0/29
CPS family assessments & investigations of alleged maltreatment	82
Family Service intakes	7
Adult Protective Service referrals	2
Adult services case management load	8
Adult guardianships/cases	2/73
Adult Protective Service investigations/intakes	16/4
Family Services Prevention case management load	7
Uniform Assessment Instrument screenings	2

Communications

- Handled 4 media requests for City information and staff interviews; 6 requests for WPD.
- Continued working on the City's new website design.
- Launched the new [Winchester Police Department](#) website (microsite of the City's website). The design matches the City's new website currently in development. The WPD site had to be launched first due to hosting issues with the prior vendor. NOTE: If you visit [winchesterpolic.org](#) and the new site doesn't populate, clear your browser cache and try again.
- Launched Winchester Parks and Recreation's Facebook page (@JimBarnettPark).
- Met with Social Services staff about their FOIA requests and staff time used fulfilling requests.
- Attended the first Recycling Open Town Hall (10 am, August 20). Thirteen people attended the first Town Hall and 15 attended the second held at 6 pm on August 20. The next town halls will be held at 10 am and 6 pm on August 28 and 10 am and 4 pm on August 31. [More Info](#)
- Promoted City's new recycling program requirements on social media. The post, featuring photos of what CANNOT be recycled, reached over 24,000 people, had over 14,000 engagements, 232 comments, and 175 shares in just a few days.
- Created a new web page for and promoted the City's notification system on social media to solicit registrations.
- Promoted Old Town Stakeholder Meeting (9/5, 6:30 pm), Police Citizen Academy open registration, Police Teen Academy registration, open police and fire positions, and park lifeguard vacancies and training program on social media.
- Met with Community Arts and Vitality Manager for assistance with finding talent for several upcoming projects.
- Met with staff to further discuss the recycling program and community outreach.
- Reviewed new agenda management and board member management program with Deputy Clerk, Innovation and Information Services Director and City Manager.
- Attended the EDA meeting.

311 Requests Received	#
FOIA	4
New Recycling Bin	1
Missed Trash/Recycling Collection	0
Trash on Property	0
City Tree Issue	1
Traffic Signal Issue	0
Dead Animal in Road	0
Ask a Question	0
Stormwater Drainage Issue	0
Pothole	0
Street Light Out	0
Tall Grass	0
Water/Sewer Service	0
Citibot	0
Weekly Total/YTD	6/368

Date	Articles in <i>The Winchester Star</i>
8/17	Creamery Building being readied for relocated city offices
	Winchester's 275th Anniversary-North or South, Which is Winchester?
8/19	Apartments proposed for lot behind former Sarah Zane fire hall
	Winchester School Board reviews its code of conduct for members
8/20	Courthouse searches increasing; attorneys now getting screened
	Winchester airport secures \$1.25M for hangar
8/21	Demolition crews continue clearing city corner
	'Michael Recycle' talks trash during town hall
	Division is considering project-based learning
8/22	Skulduggery alleged in theft of human head
	EDA reduces proposed incentives
8/23	City, Frederick jointly putting up fire-training facility
	Authority: Parking enforcement 'firm, fair and consistent'
	Citizens' sentiments are factoring into Comprehensive Plan update
Date	Segments on WDVM
8/21	Winchester Regional Airport secures funding for new hangar - Watch

Support Services

Innovation & Information Services

- Working with support on failed backups.
- Continuing to resolve minor issues with ADSelfService.
- Released August 2019 patches to test group.
- Completed transfer of winchesterpolice.org to new host.
- Configured TrippLites for Creamery Building and Park maintenance building.
- Held kickstart meeting for Office 365 migration pilot.
- Finalized and tested SCADA network internet connectivity.
- Started pre-config of new firewalls for George Washington Autopark and Tourism.
- Worked with Treasurer outsource printer for new bill form.
- Continued second half of personal property bill testing.

Help Desk Requests	Count	Closed
Account Management	22	21
Applications	19	15
GIS	2	1
Hardware	8	18
Information Only	3	2
Infrastructure	4	8
No Action Required	14	15
Not Assigned	16	0
Procurement/Disposal	0	1
Reporting	1	0
Research	-	-
Total	89	81